

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100053-8

REPORTS INVENTORY					CONTROL NO. DDS/OF-048	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Activity Report					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY		
		MEDICAL		<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Finance	
10. PREPARING COMPONENT (include lowest level contributing information to report) All Sections of C&TD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) All Sections and Branches of C&TD		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-09	\$ 10.60	8	=	\$ 84.80	12	\$ 1,017.60
B. COSTS OF COMPUTER PRODUCED REPORTS						
			=			
TOTAL COSTS PER YEAR						\$ 1,017.60
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To keep the Director of Finance and the Chief of Compensation and Tax Division advised of the total activity of Compensation and Tax Division. Started in 1958 by the Director of Finance.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					ESTIMATED SAVINGS	
<input type="checkbox"/> CHANGE					MAN-HOURS	
<input type="checkbox"/> DISCONTINUE					DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100053-8				18. EXTENSION

Classification

(22-36-43)